

**DEPARTMENT OF MEDICAL ASSISTANCE SERVICES
EMPLOYMENT OPPORTUNITY**

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

PROGRAM FINANCIAL ANALYST

Role Title: Financial Services Specialist II

Position #00330

Pay Band 5, Level II Hiring Range: \$42,614 - \$73,400

Closing Date: Oct 05, 2015

The Budget and Contract Management Division seeks an experienced financial professional to serve as the Program Financial Analyst for the Electronic Health and Human Resources program (eHHR) to modernize information technology solutions in Virginia. This position develops and maintains all aspects of the Federal Centers for Medicaid and Medicare Services Advanced Planning Documents that secures CMS approval and enhanced federal funding for all eHHR projects to include the Health Information Technology Implementation Advanced Planning Document (APD) and the Enrollment and Eligibility Implementation and Operations APD. The incumbent is additionally responsible for planning, managing and developing program budgets; tracking and reporting expenditures; and managing contracts and memorandums of understanding with external Agencies under the direction of the Budgets and Contracts Manager in conjunction with the eHHR Program Director. The successful candidate must have considerable knowledge of accounting, budgeting, and fund management. Requires ability to analyze budgets and utilize most efficient means to distribute funds and other resources supporting the program. Must have demonstrated knowledge of financial analysis and reporting methods. Must be able to produce clear and concise reports using spreadsheet and word processing software. Must have demonstrated ability to work both independently and with others, to communicate effectively, both orally and in writing, and work successfully with diverse groups and all levels of management. Requires demonstrated ability to manage multiple projects while adhering to established timeframes. Degree with major coursework in accounting or business administration preferred.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS by 11:59 p.m. on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.

EEO/AA/ADA